

REMEMBERING THE PAST, RESOURCING THE FUTURE

England & Wales · Charity number 1155014

Details

Other names	RPRF
Status	Registered
Legal form	CIO
Registered	2013-12-16
Register	View on the Charity Commission register

Contact

Address	Remembering the Past Resourcing the Future Room R11b The Linskill Centre Linskill
Phone	01912584623
Email	manager@rememberingthepast.co.uk
Website	www.rememberingthepast.co.uk

Activities

Objects: 1. TO ADVANCE THE EDUCATION OF THE PUBLIC IN TYNE AND WEAR IN PARTICULAR BUT NOT EXCLUSIVELY BY:A. EDUCATING SCHOOL CHILDREN IN THE AREA OF BENEFIT IN LOCAL HISTORY IN PARTICULAR THROUGH THE COLLECTION AND DISSEMINATION OF MEMORIES, EXPERIENCES AND THOUGHTS OF OLDER PEOPLEB. THE ESTABLISHMENT OF A COMMUNITY ARCHIVE RECORDING SOCIAL HISTORY THROUGH THE MEDIUM OF ORAL HISTORY AND REMINISCENCEC. SUCH OTHER ACTIVITIES AND MEANS AS THE TRUSTEES SEE FIT THAT FURTHERS THE ABOVE CHARITABLE OBJECT2. TO PROMOTE SOCIAL INCLUSION FOR THE PUBLIC BENEFIT BY PREVENTING PEOPLE FROM BECOMING SOCIALLY EXCLUDED, RELIEVING THE NEEDS OF THOSE PEOPLE WHO ARE SOCIALLY EXCLUDED AND ASSISTING THEM TO INTEGRATE INTO SOCIETY. (FOR THE PURPOSES OF THIS CLAUSE, "SOCIALLY EXCLUDED" MEANS EXCLUDED FROM SOCIETY OR PARTS OF SOCIETY AS A RESULT OF YOUTH OR OLD AGE.)

Activities: Remembering the Past, Resourcing the Future is an innovative, user-led project to create a web-based community history of 20th century North Tyneside and its surrounding areas, based on the

memories of older people. Material collected by RPRF is disseminated to local schools in various forms to support the local history element of the national curriculum.

Classification

- **How:** Provides Services
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Arts/culture/heritage/science, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities

Geography

- Cumbria
- Durham
- Gateshead
- Newcastle Upon Tyne City
- North Tyneside
- Northumberland
- South Tyneside
- Sunderland

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£6,813	£29,860	-	-
2023-12-31	£31,868	£29,918	-	-
2022-12-31	£37,904	£14,029	-	-
2021-12-31	£14,745	£14,335	-	-
2020-12-31	£18,432	£14,430	-	-

Trustees

Name	Role	Appointed
Christopher John WRAY		2020-11-13
DAVID HODGSON		2013-07-08
Guy Richard MOODY		2024-05-25
KATHLEEN Margaret SMITH Dr		2020-06-17
Ron Hillaby		2018-02-01

REMEMBERING THE PAST, RESOURCING THE FUTURE

England & Wales - Charity number 1155014

Accounts

**Remembering The Past, Resourcing The Future CIO
(Registered Charity 1155014)**

**Trustees' Report
and
Financial Statements
for the period
1st January to 31st December
2024**

**Remembering The Past, Resourcing The Future CIO
(Registered Charity 1155014)**

Charity name: Remembering The Past, Resourcing the Future CIO

Charity Number: 1155014

Charity's Principal address: Room R11b, The Linskill Centre, Linskill Terrace, North Shields, Tyne & Wear, NE30 2AY

Trustees: Trustees who served during the year and up to the date of this report were as follows:

David Hodgson – Treasurer,

Ron Hillaby

Kath Smith

Chris Wray

Guy Moody (from 23/05/24)

All trustees give their time voluntarily and received no remuneration.

Name of chief executive or names of senior staff members

Alexandra Watson, Charity Manager

Bankers:

HSBC Bank Plc, 110 Grey Street, Newcastle, Tyne & Wear, NE1 6JG

Independent Examiners:

North Tyneside VODA , Spirit or North Tyneside Wing , Wallsend Customer First Centre, Wallsend, NE28 8JR.

Remembering The Past, Resourcing The Future CIO (Registered Charity 1155014)

TRUSTEES' REPORT

The Trustees present their annual report and financial statements for the year ended 31st December 2024.

Included within the Trustees' report is the directors' report as required by company law.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and Activities

Charitable Objectives

1. Advance the education of the public in Tyne and Wear in particular but not exclusively by: Educating school children through the collection and dissemination of memories, experiences and thoughts of older people and establishing and maintaining a community archive recording social history through the medium of oral history and reminiscence.
2. Promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people and assisting them to integrate into society.

Achieving Public Benefit

Trustees have complied with the duty in Section 4 of the 2006 Charities Act to have due regard to guidance on public benefit. The focus of our activities continues to be the alleviation of loneliness, social and digital isolation faced by older people in North Tyneside. The method used to achieve this is the collection by volunteers of older people's memories relating to the cultural, working and social life of the area and the dissemination of this content to the wider community.

Public Benefit in Action

Our collection is a record of the social history of the North East, covering the stories of ordinary people. It includes the voices of people involved in many of the area's lost industries and trades, as well as vivid descriptions of cultural traditions. The quality and context these often-missing voices add to an understanding of history is highly valued by our local, national and international audiences. We help our communities to understand more about the heritage of the places in which they live and the lives of their own relatives.

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Our method of engagement is based on gaining and retaining the confidence of contributors, raising their self-esteem as the team makes them aware of the importance of the stories they are sharing. By listening to their stories, and bearing witness to their unique experience of life, skilled volunteer interviewers empower and engage people from all walks of life. Our digital team prepare and disseminate these memories and oral histories, returning copies to contributors and adding them to our web-based community history archive, www.rememberingthepast.co.uk.

We develop our work in partnership with communities, academics, volunteers, artists and organisations and our approach is one of co-curation, led by our contributors and interviewees.

Achievements of the Charity during 2024

2024 was a year of development and transition for the organisation, as it refocussed following the retirement of Kath Smith in late August 2023. As the founder and manager of the organisation for 25 years, Kath developed RTP from a small voluntary group to a highly regarded charity that has won national awards and, since her retirement, she has been deeply missed by volunteers, staff and trustees alike.

The necessary refocussing following Kath's departure has been facilitated through our '*Remembering The Past, Shaping The Future: Heritage Resilience Project*' funded by National Lottery Heritage fund. This began in September 2023 and will run until Autumn 2025. It aims to secure the future of the charity, through developing stronger internal structures, building capacity and undertaking strategic planning. This year we have undertaken development and planning work on all seven strands of the project including Governance, Volunteers, Business Planning, Evaluation, Collections Development, Audience Development and Marketing.

Our project work with partners continued:

Herring Girls

Begun in 2023 in partnership with the North Shields Fishermen's Heritage Project (NSFHP) this project sought to recognise the role and contribution that women have played over the years in the local fishing industry. NSFHP commissioned Remembering the Past to collect a set of oral history interviews with people with memories of the herring girls. Collecting, sharing and archiving these stories has helped to increase local knowledge about the work the Herring Girls did and celebrates their character and resilience. We undertook 8 interviews against an initial target of 7 and trialled a 'listening event' to showcase the stories for an audience of the participants, their families and invited guests. This was a great way to share our work and we will be repeating this format in the future.

Women in Shipbuilding First World War

This was a partnership project with Historic England which began in late 2023 with an exhibition of photographs of women working in the Tyne & Wear shipyards during the First

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World War. RTP was commissioned to undertake interviews with people who had family stories of women who worked in the shipyards during this time, as well as contemporary accounts of young women who aspired to work in the STEM sector. In total 7 interviews were recorded and shared via project page created on the website.

New projects in 2024:

Women in Shipbuilding 1945 – 1980s

During our time working on the *Women in Shipbuilding First World War* exhibition, we spoke to many women who had worked in the shipyards during the period from the end of the Second World War up to the closure of the yards in the 1980s. They were keen to put their voices on the record and tell their experiences and in June 2023, we were awarded £1990 from the Frederick Milburn Trust to enable us to do this. We have begun advertising the project and recording interviews and aim to complete this work by Summer 2025.

Bishopwearmouth THI

As part of our work on business planning, we have been looking at ways to diversify income streams and this year trialled charging a fee to undertake transcription work, host archive records and host a project page on our web site for the Bishopwearmouth Townscape Heritage Initiative. Feedback from the client was that our fee of £700 was modest and this was further emphasised by the length of time that our volunteers spent working on the records to get them ready to showcase on the website. Following evaluation of the trial, we have developed some more accurate pricing and also a list of key areas to consider when taking on other organisation's recordings.

Events

Local History Day

We attended Local History Day at North Shields Library in May with an exhibition of local local photographs. Although not a great attendance at the event as a whole, we made some new contacts and had some great engagement with people visiting our stand.

New York Primary Heritage Day

2 of our volunteers attended a Heritage Day, where they ran an oral history activity for 55 pupils from New York Primary School.

Talks Programme:

We made the decision in 2023 to halt the talks programme for 2024 whilst we reviewed this area of work as part of our business planning process. However, one of our volunteers was happy to continue giving talks and spoke to three different societies during the year.

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Looking forward to 2025

We look ahead to 2025 with optimism and anticipate that this year will see the end of our process of review and development and the start of putting our new strategies into practice. However, our NLHF funding will finish towards the end of 2025 and we are keenly aware of the state of the funding landscape in the UK at present; funding for UK charities and voluntary organisations has seen sharp declines across the board: central government funding decreased by 33% from 2022 to 2023, local authority funding dropped by 23% since 2009-2010, and individual donations have fallen by 14% in recent years. To be successful in such a competitive environment, we will need to clearly articulate our aims and demonstrate the impact of our work.

The Trustees would like to thank all our partners, stakeholders, freelancers, staff, funders, volunteers and audiences who have supported the charity over the past year.

Financial Review

Financial information

At the end of the financial year, the charity's total reserves stood at £11,849. This comprised of unrestricted reserves of £19,326 and restricted reserves overspent of £(7,477) which was recovered within 2025.

In 2024 RPRF raised funds from the following charitable sources:

Funder	Amount
Milburn Trust	£1,990

In 2024 RPRF raised funds as a result of fees for service from:

Project	Funded by	Amount
Herring Girls	North Shields fishing Heritage Project	£1,000
Historic England	Historic England	£2,500
Bishopwearmouth THI	Sunderland City Council	£ 700

In 2024 RPRF raised funds from the following sources:

Funding Source	Amount
Donations, Talks & Sales of Books	£ 135
Bank Interest	£ 488

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The charity's policy on reserves

We are aware as trustees of the need to have sufficient free reserves (unrestricted funds not invested in fixed assets or otherwise designated) to enable the organisation to respond to any unexpected reductions in funding or additional unexpected expenditure. It is the intention of the Trustees to grow and maintain the charity's reserves to the equivalent of six months' operational expenditure. This is calculated at approximately £16,000.

Structure, governance and management

Constitution adopted: 16th December 2013

How the charity is constituted: Charitable Incorporated Organisation

Trustee selection methods: Trustees are appointed for a period of three years

Trustee Meetings: The Trustees met on four occasions to receive quarterly reports on activities and financial updates and review policy.

Additional Governance Information: RPRF is a member of North Tyneside VODA, the local voluntary development agency, which provides support and guidance on governance and good practice in employment matters from the charity sector perspective and an associate member of the North East Business Chamber which keeps us in touch with local developments in the business world. The charity is also a member of the Oral History Society, the professional body relating specifically to our memory collection activities. OHS provides training and resources to ensure we adhere to good practice in the collection and archiving of oral histories.

The contribution of volunteers:

RPRF is an organisation which only exists because of the work done by its committed team of volunteers. We are grateful for the many hours they have spent collecting and disseminating memories, developing new local history resources and managing the day to day running of the organisation. Without this valuable contribution of time, energy and expertise the organisation would not exist.

RPRF offers the following benefits to volunteers:

- Varied and rewarding volunteering opportunities to ensure that the RPRF community history archive is maintained, expanded and made publicly available to as wide an audience as possible and in as many formats.
- A non-threatening introduction to every aspect of IT technology through activities relating to collecting memories for the organisation's website and archive.
- An opportunity to develop high levels of skills in oral history collection, archiving and dissemination. These are recognised to be at professional or skilled level by National Heritage Lottery Fund criteria.

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An opportunity to influence the development of new projects and develop new organisational skills as well as the core skills of the organisation

Risk Management



Risk assessment has made us aware of the importance of protecting all participants at every stage of the memory collection process and especially the importance of safeguarding and data protection. There is a vulnerable adults and equal opportunities policy in place which guides all of our work. In 2022 our policies and procedures in relation to General Data Protection Regulation were reviewed. This was in addition to the completion of a review of all other policies and procedures relevant to our activities.

Looking ahead to 2025, key risks to mitigate for include losing volunteer interest whilst we are working on our internal project and continuing to run day to day operations whilst also delivering the NLHF project.

Compliance with Prevailing Law and Regulations

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the financial reporting standard for Smaller Entities published on 16th July 2014.

The trustees declare that they have approved the trustees' report,

	
Signature: Treasurer	Signature: Trustee
Date 4 June 2025	Date 4 June 2025

**North Shields Library Club's
Remembering the Past, Resourcing the Future Project**

INDEPENDENT EXAMINER'S REPORT

**Report to the
trustees of**

Remembering the Past, Resourcing the Future CIO

**On accounts for
the year ended**

31 December 2024

Charity no 1155014

**Respective
responsibilities of
trustees and
examiner**

The trustees of the organisation are responsible for the preparation of accounts; they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an Independent Examination is needed.

It is my responsibility to

- examine the accounts (under section 145 of the 2011 Act),
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act), and
- state whether particular matters have come to my attention.

**Basis of
independent
examiner's
statement**

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

**Independent
examiner's
statement**

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 41 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date: 14 October, 2025

**Name:
Address:**

Mark Thompson MAAT
VODA
Spirit of North Tyneside Wing
2nd Floor, Wallsend Customer First Centre
16 The Forum
Wallsend
NE28 8JR

**Remembering the Past, Resourcing the Future CIO
(Registered Charity 1155014)**

**Statement of Financial Activities
for the Year to 31st December 2024**

<u>RECEIPTS</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Year to</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>31-Dec-23</u>
Grants	-			
National Heritage Fund				27119
RW Mann Trust				1,000
Rothley Trust				320
Milburn Trust		1,990	1,990	
Fees for Service	4,200		4,200	3,055
Donations & Sale of Books	135		135	155
Bank Interest	488		488	219
Total Receipts	£ 4,823	£ 1,990	£ 6,813	£ 31,868
<u>PAYMENTS</u>				
Salaries & Pension	-	18,000	18,000	16,702
Training/Professional Costs	14	1,225	1,239	2,461
Staff & Volunteer Travel Costs	-(241)	287	46	268
Other Volunteer Expenses	28	266	293	839
Insurance	575		575	455
Internet & Telephones	608		608	605
Room Hire	486	6,626	7,112	5,847
IT Costs	151	659	810	966
Resource Materials	19		19	350
Marketing	-		-	786
Subscriptions & Licences	257	298	555	285
Postage and Stationery	40		40	70
Lease Renewal	250		250	-
Accountancy Costs	250		250	220
Bank Charges	63		63	64
Total Expenses	£ 2,500	£ 27,360	£ 29,860	£ 29,918
Surplus for the Year	2,322	-(25,370)	-(23,048)	1,950
Funds Brought Forward	17,004	17,893	34,897	32,947
Transfer between funds			-	
Funds Carried Forward	£ 19,326	-(7,477)	£ 11,849	£ 34,897

**Remembering the Past, Resourcing the Future CIO
(Registered Charity 1155014)**

**BALANCE SHEET
as at 31 December 2024**

	<u>31-Dec-24</u>	<u>31-Dec-23</u>
	<u>£</u>	<u>£</u>
Current Assets		
Cash at Bank	12,102	34,922
Debtors	-	2,800
Prepayments	-	-
Total Assets	<u>£ 12,102</u>	<u>£ 37,722</u>
Current Liabilities		
Creditors and Accruals	253	2,825
Total Expenses	<u>£ 253</u>	<u>£ 2,825</u>
Net Current Assets	11,849	34,897
Net Assets at 31 December 2021	<u>£ 11,849</u>	<u>£ 34,897</u>
 Represented by:-		
Restricted Funds	-(7,477)	17,893
Unrestricted Funds	19,326	17,004
Funds Carried Forward	<u>£ 11,849</u>	<u>£ 34,897</u>

Signed:-


.....

RON HILLABY - Trustee


.....

DAVID HODGSON -Trustee/Treasurer

Date - 4th June 2025

**Remembering the Past, Resourcing the Future CIO
(Registered Charity 1155014)**

**Notes to the Accounts
Year to 31st December 2024**

1). Basis of Accounts

These accounts have been prepared on an Income and Expenditure basis reflecting prepayments and accruals

2). Grants

Grants were received during the Period as follows:-

Restricted Fund:

Milburn Trust	£ 1,900
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3). Fee for Service Work

Work carried out on this basis during the Period was as follows:-

North Shields Fishing Heritage Project - Herring Girls	£ 1,000
Historic England	£ 2,500
Sunderland City Council - Bishopwearmouth THI	£ 700
Fees for Talks etc	£ 135
	£ 4,335

4). Analysis of Funds

	Balance 01/01/2024	Income	Expended	Balance 31/12/2024
National Heritage Lottery	£ 17,893		£ 26,520	-£ 8,627
Milburn Trust		£ 1,990	£ 840	£ 1,150
	£ 17,893	£ 1,990	£ 27,360	-£ 7,477

REMEMBERING THE PAST, RESOURCING THE FUTURE

England & Wales - Charity number 1155014

Accounts

**Remembering the Past, Resourcing the Future CIO
(Registered Charity 1155014)**

**Trustees Report
and
Financial Statements
for the period
1st January to 31st December
2023**

Trustees Report 2023

Charity name: Remembering the Past, Resourcing the Future

Other names the charity is known by: RPRF

Registered charity number: 1155014

Charity's Principal address: Room 11B, The Linskill Centre, Linskill Terrace, North Shields, Tyne & Wear, NE30 2AY

Names of charity trustees who manage the charity:

David Hodgson - Treasurer

Ron Hillaby

Kath Smith

Chris Wray

All trustees give their time voluntarily and received no remuneration.

Name of chief executive or names of senior staff members: Alexandra Watson, Charity Manager

The Trustees present their annual report and financial statements for the year ended 31st December 2023.

Included within the Trustees' report is the directors' report as required by company law.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and Activities

Charitable Objectives

1. Advance the education of the public in Tyne and Wear in particular but not exclusively by: Educating school children through the collection and dissemination of memories, experiences and thoughts of older people and establishing and maintaining a community archive recording social history through the medium of oral history and reminiscence.
2. Promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people and assisting them to integrate into society.

Achieving Public Benefit

Trustees have complied with the duty in Section 4 of the 2006 Charities Act to have due regard to guidance on public benefit. The focus of our activities continues to be the alleviation of loneliness, social and digital isolation faced by older people in North Tyneside. The method used to achieve this is the collection by volunteers of older people's memories relating to the cultural, working and social life of the area and the dissemination of this content to the wider community.

Public Benefit in Action

Our collection is a record of the social history of the North East, covering the stories of ordinary people. It includes the voices of people involved in many of the area's lost industries and trades, as well as vivid descriptions of cultural traditions. The quality and context these often-missing voices add to an understanding of history is highly valued by our local, national and international audiences. We help our communities to understand more about the heritage of the places in which they live and the lives of their own relatives.

Our method of engagement is based on gaining and retaining the confidence of contributors, raising their self-esteem as the team makes them aware of the importance of the stories they are sharing. By listening to their stories, and bearing witness to their unique experience of life, skilled volunteer interviewers empower and engage people from all walks of life. Our digital team prepare and disseminate these memories and oral histories, returning copies to contributors and adding them to our web-based community history archive, www.rememberingthepast.co.uk.

We develop our work in partnership with communities, academics, volunteers, artists and organisations and our approach is one of co-curation, led by our contributors and interviewees.

Achievements of the Charity during 2023

This year has seen the beginning of a period of significant change for the organisation following the retirement of former long serving manager, volunteer and trustee, Kath Smith in August 2023. Kath was involved in the organisation since 2002 and oversaw the creation of a digital archive for the collection, the constituting of Remembering The Past, Resourcing The Future as a charity, and the development of its delivery method and expertise. During her time at the charity, Kath undertook hundreds of interviews with individuals and groups across Tyne & Wear and added much valuable social history to the historic record.

The loss of Kath's experience and expertise had previously been highlighted as a major risk for the organisation and trustees undertook succession planning and risk mitigation strategies. Alexandra Watson was appointed as a Development Manager in November 2022 to explore opportunities for the charity and in July 2023 the charity was successful in achieving funding for a two year project from the National Lottery Heritage Fund to improve the organisation's resilience and sustainability.

'*Remembering The Past, Shaping The Future: Heritage Resilience Project*' began in September 2023 and will run until September 2025. It aims to secure the future of the charity, through developing stronger internal structures, building capacity and undertaking strategic planning. Action in seven specific areas will achieve this. These are: Governance, Volunteers, Business Planning, Evaluation, Collections Development, Audience Development and Marketing.

Projects:

North Shields Heritage Action Zone Partnership

This year we have delivered phase 3 of our project to create a new collection of stories capturing and celebrating the importance of North Shields Heritage Action Zone to commercial, cultural and civic life in North Shields.

This phase focussed on capturing contemporary voices of people who currently live and work in the area, reflecting on their current experiences and how the area has changed in recent years and during the HAZ project. Following the completion of the interviews, an exhibition with excerpts from the stories, photographs and some of the research was displayed for three weeks in North Shields library and two talks were given. Throughout the project volunteers undertook post-production work on the interview sound files to create full transcriptions and excerpts for the website. We exceeded our targets for stories collected, participants and audience engagement.

Herring Girls

In order to recognise the role and contribution that women have played over the years in the local fishing industry, the North Shields Fishermen's Heritage Project (NSFHP) commissioned a life-size sculpture of a Herring-Girl to be located within the regeneration area of the Fish Quay. The sculpture was made by local artist and steel fabricator; Ray Lonsdale and complements Ray's sculpture 'The Fisherman' which is located on Fiddler's Green, North Shield's Fish Quay.

As part of the project members of NSFHP commissioned Remembering the Past Resourcing The Future to collect a set of oral history interviews with people with memories of the herring girls. Collecting these stories increases local knowledge about the work the Herring Girls did and celebrates their character and resilience. 5 of the 7 interviews have been completed, with the rest scheduled for 2024.

Pearey House

The final stage of this two-year project was to work alongside the staff at Pearey House to produce a commemoration book for the organisation's 150th anniversary, featuring transcripts of the interviews we collected in 2022. This inclusion of the voices of service users with their lived experience was critical to how the organisation wanted to commemorate their history. The book was launched at Pearey House's annual summer garden party and distributed to all project participants.

Women in Shipbuilding First World War

The Women in Shipbuilding project is a pop-up exhibition touring venues along the Tyne featuring photographs of North East women at work in the shipyards taken during the First World War. These images, sourced from Imperial War Museums' collection, will act as a focal point for people to contribute their own family stories, photographs and memorabilia relating to this neglected area of the region's history.

As part of the project Historic England commissioned Remembering the Past, Resourcing The Future to record a set of oral history interviews with people who have family memories of women working in the shipyards, as well as contemporary accounts of women currently working, or aspiring to work in the STEM sector. Remembering The Past, Resourcing The Future invigilated the exhibition when it opened in the Forum Shopping Centre, Wallsend, meeting audiences from the local community, gathering interview leads and information and delivering a school workshop.

'Thank you for today. The children had a great morning and enjoyed exploring the photographs and learning more about the history of shipbuilding in the area and particularly the role of women in this industry.' Teacher from Richardson Dees Primary School

Public Engagement:

Talks Programme:

This year our volunteers delivered 10 talks on a variety of subjects to local groups and societies, reaching over 250 people. However, following Kath's retirement and the stepping back of one of the key talks volunteers, it has been decided to put a hold on booking on any speaking commitments for 2024 and review this area of work as part of our business planning early next year.

Local History Day

We attended Local History Day at North Shields Library in May with an exhibition of local exhibition of local photographs. These brought out a stream of new memories and great engagement between people attending the event. We were also able to further develop our links with other local heritage organisations.

Awards:

Community Archives & Heritage Group (CAHG) Award

In July, Remembering The Past, Resourcing The Future received the 'Community Engagement' award in CAHG's national Community Archives Awards for our work to record little known histories and voices not often included in the historic record. Receiving the award in London was an opportunity to network with other similar organisations, sharing ideas and best practice.

Looking forward to 2024

We anticipate that 2024 will be a year of transition for the charity, where our focus will be on developing our internal structures, processes and strategies through our Heritage Fund resilience project. In light of external factors such as the current funding environment, it has become clear that we need to develop a new business plan which will help us to diversify our income streams. Another priority of the project is to improve our monitoring and evaluation processes so that we are better able to demonstrate the impact and reach of our work.

We are confident that through the work we plan to carry out in the next year we will not only build our organisational resilience but extend our capacity to reach more people.

The Trustees would like to thank all our partners, stakeholders, freelancers, staff, funders, volunteers and audiences who have supported the charity over the past year.

Financial Review

Financial information

At the end of the financial year, the charity's total reserves stood at £34,897. This comprised of 18,212.20 of restricted funding and £16,684.8 of unrestricted funds.

In 2023 RPRF raised funds from the following charitable sources:

National Lottery Heritage Fund £27,119

Rothley Trust £320

R W Mann Trust £1,000

In 2023 RPRF raised funds as a result of fees for service from:

Fees for Talks (Various local clubs/societies) £255

Heritage Action Zone phase 3 (Historic England via North Tyneside Council) £2,800

In 2023 RPRF raised funds from the following sources:

Donations and Sales of Books £154.

Bank Interest £218.

The charity's policy on reserves

We are aware as trustees of the need to have sufficient free reserves (unrestricted funds not invested in fixed assets or otherwise designated) to enable the organisation to respond to any unexpected reductions in funding or additional unexpected expenditure. It is the intention of the Trustees to grow and maintain the charity's reserves to the equivalent of six months' operational expenditure. This is calculated at approximately £16,000.

Structure, governance and management

Constitution adopted: 16th December 2013

How the charity is constituted: Charitable Incorporated Organisation

Trustee selection methods: Trustees are appointed for a period of three years

Trustee Meetings: The Trustees met on four occasions to receive quarterly reports on activities and financial updates and review policy.

Additional Governance Information: RPRF is a member of North Tyneside VODA, the local voluntary development agency, which provides support and guidance on governance and good practice in employment matters from the charity sector perspective and an associate member of the North East Business Chamber which keeps us in touch with local developments in the business world. The charity is also a member of the Oral History Society, the professional body relating specifically to our memory collection activities. OHS provides training and resources to ensure we adhere to good practice in the collection and archiving of oral histories.

The contribution of volunteers:

RPRF is an organisation which only exists because of the work done by its committed team of volunteers. We are grateful for the many hours they have spent collecting and disseminating memories, developing new local history resources and managing the day to day running of the organisation. Without this valuable contribution of time, energy and expertise the organisation would not exist.

RPRF offers the following benefits to volunteers:

Varied and rewarding volunteering opportunities to ensure that the RPRF community history archive is maintained, expanded and made publicly available to as wide an audience as possible and in as many formats.

A non-threatening introduction to every aspect of IT technology through activities relating to collecting memories for the organisation's website and archive.

An opportunity to develop high levels of skills in oral history collection, archiving and dissemination.

These are recognised to be at professional or skilled level by National Heritage Lottery Fund criteria.

An opportunity to influence the development of new projects and develop new organisational skills as well as the core skills of the organisation

Risk Management

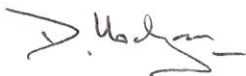
Risk assessment has made us aware of the importance of protecting all participants at every stage of the memory collection process and especially the importance of safeguarding and data protection. There is a vulnerable adults and equal opportunities policy in place which guides all of our work. In 2022 our policies and procedures in relation to General Data Protection Regulation were reviewed. This was in addition to the completion of a review of all other policies and procedures relevant to our activities.

A particular risk that has had to be managed this year has been the retirement and succession planning for Kath Smith, trustee and previously Manager of RPRF. Looking ahead to 2024, key risks to mitigate for include losing volunteer interest whilst we are working on our internal project and continuing to run day to day operations whilst also delivering the NLHF project.

Compliance with Prevailing Law and Regulations

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the financial reporting standard for Smaller Entities published on 16th July 2014.

The trustees declare that they have approved the trustees' report,



Treasurer

DAVID HODGSON



Trustee

RON KILLABY

On behalf of the Trustees

**North Shields Library Club's
Remembering the Past, Resourcing the Future Project**

INDEPENDENT EXAMINER'S REPORT

**Report to the
trustees of**

Remembering the Past, Resourcing the Future CIO

**On accounts for
the year ended**

31 December 2023

Charity no 1155014

**Respective
responsibilities of
trustees and
examiner**

The trustees of the organisation are responsible for the preparation of accounts; they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an Independent Examination is needed.

It is my responsibility to

- examine the accounts (under section 145 of the 2011 Act),
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act), and
- state whether particular matters have come to my attention.

**Basis of
independent
examiner's
statement**

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

**Independent
examiner's
statement**

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 41 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date: 30 October, 2024

Name:

Mark Thompson MAAT

Address:

VODA
Spirit of North Tyneside Wing
2nd Floor, Wallsend Customer First Centre
16 The Forum
Wallsend
NE28 8JR

**Remembering the Past, Resourcing the Future CIO
(Registered Charity 1155014)**

**Statement of Financial Activities
for the Year to 31st December 2023**

<u>RECEIPTS</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Year to</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>31-Dec-22</u>
Grants	-			
National Heritage Fund		27,119	27,119	
Community Foundation			-	30,000
Rothley Trust		320	320	
RW Mann Trust		1,000	1,000	
Fees for Service	3,055		3,055	7,300
Donations & Sale of Books	155		155	604
Bank Interest	219		219	
Total Receipts	£ 3,429	£ 28,439	£ 31,868	£ 37,904
<u>PAYMENTS</u>				
Salaries		16,702	16,702	2,484
Training/Professional Costs	186	2,275	2,461	800
Staff & Volunteer Travel Costs	268		268	566
Other Volunteer Expenses	839		839	636
Insurance	455		455	580
Internet & Telephones	484	121	605	646
Room Hire	4,659	1,188	5,847	5,422
Equipment			-	541
IT Costs	502	464	966	218
Resource Materials	334	16	350	810
Marketing	786		786	323
Subscriptions	228	57	285	443
Postage and Stationery	70		70	23
Lease Renewal			-	250
Accountancy Costs	220		220	220
Bank Charges	64		64	67
Total Expenses	£ 9,095	£ 20,823	£ 29,918	£ 14,029
(Deficit)/Surplus for the Year	-	5,666	7,616	1,950
Transfer between funds	8,636	-	8,636	
Funds Brought Forward	14,034	18,913	32,947	8,662
Funds Carried Forward	£ 17,004	£ 17,893	£ 34,897	£ 32,537

Remembering the Past, Resourcing the Future CIO
(Registered Charity 1155014)

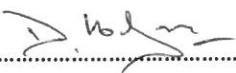
BALANCE SHEET
as at 31 December 2023

	<u>31-Dec-23</u>	<u>31-Dec-22</u>
	£	£
Current Assets		
Cash at Bank	34,922	32,941
Debtors	2,800	
Prepayments		455
Total Assets	<u>£ 37,722</u>	<u>£ 33,396</u>
Current Liabilities		
Creditors and Accruals	2,825	449
Total Expenses	<u>£ 2,825</u>	<u>£ 449</u>
Net Current Assets	34,897	32,947
Net Assets at 31 December 2012	<u>£ 34,897</u>	<u>£ 32,947</u>
Represented by:-		
Restricted Funds	17,893	18,913
Unrestricted Funds	17,004	14,034
Funds Carried Forward	<u>£ 34,897</u>	<u>£ 32,947</u>

Signed:-

..... 

RON HILLABY - Trustee

..... 

DAVID HODGSON -Trustee/Treasurer

Date - October 2024

**Remembering the Past, Resourcing the Future CIO
(Registered Charity 1155014)**

**Notes to the Accounts
Year to 31st December 2023**

1). Basis of Accounts

These accounts have been prepared on an Income and Expenditure basis, reflecting prepayments and accruals.

2). Grants

Grants were received during the Period as follows:-

Restricted Fund :

National Heritage Lottery	27,119
Rothley Trust	320
R W Mann Trust	1,000
	<u>£ 28,439</u>

3). Fee for Service Work

Work carried out on this basis during the period was as follows:-

Heritage Action Zone	£ 2,800
Fees for Talks (Various local clubs/societies)	£ 255
	<u>£ 3,055</u>

4). Analysis of Funds

Restricted Funds analyse as follows:-

	<u>Balance</u> <u>01-Jan-23</u>	<u>income</u>	<u>Expended</u>	<u>Transfer to</u> <u>Unrestricted</u>	<u>Balance</u> <u>31-Dec-23</u>
National Heritage Lottery		27,119	8,907		18,212
Rothley Trust	-	320	320		-
Community Foundation	1,102			1,102	-
R W Mann Trust	295	1,000	894	401	-
Community Foundation (Kellet Fund) - New	17,516		10,702	6,814	-
	<u>£ 18,913</u>	<u>£ 28,439</u>	<u>£ 20,823</u>	<u>£ 8,317</u>	<u>£ 18,212</u>

REMEMBERING THE PAST, RESOURCING THE FUTURE

England & Wales - Charity number 1155014

Accounts

**Remembering the Past, Resourcing the Future CIO
(Registered Charity 1155014)**

**Trustees Report
and
Financial Statements
for the period
1st January to 31st December
2022**

Trustees Report 2022

Charity name: Remembering the Past, Resourcing the Future

Other names the charity is known by: RPRF

Registered charity number: 1155014

Charity's Principal address: Room 11B, The Linskill Centre, Linskill Terrace, North Shields, Tyne & Wear, NE30 2AY

Names of charity trustees who manage the charity:

David Hodgson - Treasurer

Ron Hillaby

Kath Smith

Chris Wray

Structure, governance and management

Description of charity's trusts

Type of governing body: Constitution adopted 16th December 2013

How the charity is constituted: Charitable Incorporated Organisation

Trustee selection methods: Trustees are appointed for a period of three years.

Charitable Objectives:

1. Advance the education of the public in Tyne and Wear in particular but not exclusively by: Educating school children through the collection and dissemination of memories, experiences and thoughts of older people and establishing and maintaining a community archive recording social history through the medium of oral history and reminiscence.
2. Promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people and assisting them to integrate into society.

Additional governance information

Risk assessment has made us aware of the importance of protecting all participants at every stage of the memory collection process and especially the importance of data protection. There is a vulnerable adults and equal opportunities policy in place which guides all of our work.

In 2019 our policies and procedures in relation to General Data Protection Regulation were upgraded. This was in addition completion of a review of all other policies and procedures relevant to our activities.

RPRF is a member of North Tyneside VODA, the local voluntary development agency, which provides support and guidance on governance and good practice in employment matters. RPRF is also a member of the Oral History Society which provides guidelines for good practice in the collection and archiving of oral histories.

All trustees give their time voluntarily and received no remuneration of other benefits.

Trustees meetings

All trustees give their time voluntarily and received no remuneration or other benefits. Kath Smith and Chris Wray joined the Board during the year and the Board met on 4 occasions in 2020, both in person and virtually, receiving quarterly reports on activities and financial updates. Trustees spent additional time managing the impact of the pandemic on the organization.

Achieving Public Benefit

Trustees have complied with the duty in Section 4 of the 2006 Charities Act to have due regard to guidance on public benefit. The focus of our activities continues to be the alleviation of loneliness, social and digital isolation faced by older people in North Tyneside. The method used to achieve this is the collection by volunteers of older people's memories of the cultural and social life of the area and the dissemination of the history collected in this way to the wider community. Details of these activities and achievements are laid out in this report.

Activities and Achievements of the Charity during 2022

This year has seen the team work with a wide range of people experiencing different types of social and digital exclusion. Details of some of this work is as follows.

North Shields Heritage Action Zone Partnership

We have delivered the second phase of our work as part of the North Shields Heritage Action Zone partnership. The subject of the memory collection exercise was 'Good Friday Marching', exploring the amazing history of this event in North Shields over many years. Appeals for memories were very successful with new photographs and film extracts as well as memories being added to the collection. The work created several new partnerships with local churches and social groups and fostered a greater understanding of the role of the Heritage Action Zone in unearthing and curating local history from lived memory and experience.

An unexpected outcome of this project has been the use of photography as a method of memory collection. Volunteers have documented the progress of the restoration of Northumberland Square and Howard Street and shared these images widely, including in photobook form. The unexpected outcome of this work is that our photographers have engaged with members of the public who wanted to find out more about why the photographs were being taken and how they'd be used. This not only raised the profile of our organisation but raised awareness in the general public about the value of collecting memories. During the project one of our photographers has been given the 'Freedom of North Shields Fish Quay' by the local fishing community in recognition of the importance of his work.

Twenty fifth Anniversary Memory Collection Challenge

In 2022 Remembering the Past, Resourcing the Future wanted to celebrate 25 years of memory collection in North Tyneside a special way by enabling as many local people as possible to contribute to our Anniversary Challenge. As part of the challenge we enrolled the help of residents in three care homes we have worked with in the past, encouraging their residents to contribute to the project. The three homes were; Eothen Care Home, Whitley Bay, Howdon Care Centre, Wallsend and Redesdale Court Care Home, North Shields.

Residents in these settings helped us to identify material and provide memories that allowed us to create a bespoke pack of resources to be left in each setting for the enjoyment of all the residents. The pack includes new memories, images and sound recordings. As well as the specific packs which have been left with the three participating care homes much of the new material is archived in Remembering the Past's online archive, adding to the rich variety of memories already stored there.

Each care home received 'opening' and 'closing' gifts of personalised resources and a regular supply of materials throughout the project. These included: 6 themed reminiscence boxes, booklets of previously gathered care home memories, set of 25 A3 photographs of local scenes, set of 25 A3 photographs of the Royal Family visiting North Tyneside. In addition, a new collection of care home memories will be uploaded to RPRF website.

Care home staff welcomed the opportunity to engage their residents in reminiscing. Each described the devastating effects of isolation on individuals in their care. They fed back to us that:

"COVID has caused isolation especially those having to stay in their rooms. No communal activity for ages" (Howdon)

"The stories remained a priority in our eyes because Covid was seriously affecting the mental health of residents. These one-to-one encounters became more important at that time" (Redesdale)

"Resources helped alleviate the effect of lack of family contact, social events. The threat of the virus is tough for everyone who were already seen as vulnerable before the pandemic." (Eothen)

Despite all of the restrictions the project team encountered they eventually were able to meet with 490 digitally cautious older people in 24 settings in the community during the project with an additional 281 engagements and interactions with residents in the participating care homes. This is a tribute to their perseverance and creativity.

Engaging with the wider public

Our in person talks programme was massively impacted by Covid in 2021 and made a slow recovery in 2022 as people regained confidence to be in public spaces. The following examples give a flavour of how important this element of our work is to communities.

Metro Memories Talks Programme

This was another Covid impacted project, originally designed to celebrate the Tyne & Wear metro system's 40th birthday in 2020. Volunteers collected memories of travelling or working on the Metro and translated this material into a talks programme which was delivered at the Common Room of the North in Newcastle. This work involved all of the skills of the volunteers and some amazing planning and delivery.

The 'Howdon Project' film showing

This film documented the way in which industry on the River Tyne changed in the 1970s when a yard was reconstructed to build platforms for the emerging North Sea oil industry. It was shown in the Linskill Centre and attracted an audience of 15 people, mainly men who had a background in working in industry on the river in the past. A lively question and answer session took place after the showing where amazing insights into the effect of shipyard closures and pride in working in oil rig construction emerged. Participant's soon lost their shyness and pitched into various debates. At the end of the session there was a call for more of these types of niche events. One participants commented "I didn't realise what we did was so important or that other people would be interested".

'Seen to be Believed' Queen's Platinum Jubilee Film Showing

Because of our links with the Yorkshire and North East Film Archive we were invited to use a piece of film that had been prepared by them to mark the Platinum Jubilee, one of only two organisations in the North East licenced to do so. Building on our local partnerships in North Tyneside it was agreed to show the film in the Exchange theatre in North Shields. The film was well received and took place in a relaxed community friendly environment. The principal aim of providing this showing was to show that it brought a group of people together to look at a popular theme and look at it in a new light, enabling the viewer to see that their participation in a coronation street party contributed to our civic and community history.

Local History Day – a low key time to meet the wider community

It was wonderful to be able to take part in this event after a gap of two years and to see how keen people were to attend and engage with us. Our exhibition of local photographs brought out a stream of new memories and great engagement between people attending the event. There is always the added benefit of meeting people from other organisations, hearing about what they're doing, sharing our own work and developing partnerships.

Ongoing work – Pearey House Centre for Visually Impaired

The team began working with staff and members of the Pearey House Centre in 2022, collecting oral histories which will be archived as part of the 150th anniversary of the Centre's founding. In the best possible way this has been a challenging project. The resident and non resident members of the Centre have generously shared their experiences of visual impairment and these memories will form the core of an anniversary booklet in 2023. In the process contributors and staff at Pearey House have guided us towards best practice in reproducing the stories we have been given so that they can be enjoyed by people with various types of visual impairment.

Acknowledging the Continuing Impact of Covid

Reference is made earlier in this report to the achievements of the team involved in the Care Home Memory Collection Project but behind these is a story of the continuing impact of Covid on people in care homes. The report provided by our project worker has provided a unique insight to the difficulties these organisations faced and continue to face. Major challenges occurred when it was confirmed that the project worker and volunteers from RPRF would not be allowed to enter the care home buildings. Activity organisers found themselves responsible for gathering memories with only remote mentoring from RPRF. Each home had Covid outbreaks and lock downs across the project. During this time Activity organisers became Care-workers to fill gaps as staff were on sick leave. This meant regular disruption to reminiscence plans. However, the willingness to keep going until all memories were gathered was strong. The project took longer but achieved many successes.

Risk Management

The importance of protecting all participants at every stage of the memory collection process is always a priority so far as risk management is concerned, especially the importance of data protection. Our vulnerable adults guides all of our work and was reviewed and updated in 2022.

RPRF is a member of North Tyneside VODA, the local voluntary development agency, which provides support and guidance on governance and good practice in employment matters. RPRF is also a member of the Oral History Society which provides guidelines for good practice in the collection and archiving of oral histories.

We're also aware of the risks/opportunities emerging at the tail end of the Covid crisis. The organization made great strides during lock down to develop its on-line offer while face to face work was on hold. The challenge for 2023 is to get the best out of both approaches to memory collection and ensure that the resources are in place to undertake both types of work along side each other.

A particular risk that has had to be managed this year is the planned retirement in 2023 of Kath Smith, trustee and previously Manager of RPRF. Kath's involvement goes back to 2002 and the loss of her extensive knowledge of every aspect of RPRF's work would have a major impact on the organization if no forward planning is undertaken. Trustees initiated a succession planning process which resulted in the recruitment of a Development Manager for one year beginning in November 2022. Funding for this post has come from the Community Foundation of Tyne & Wear.

Looking forward to 2023

Although we do face challenges in 2023 there is a lot to look forward to. At the time of writing and because of the presence of a member of staff in the organisation we have been able to gather a substantial amount of new and relevant information about the post covid social environment in North Tyneside. This information has already informed our strategic planning for 2023/4 and we have high hopes that the resilience of the organisation will be improved substantially going forward.

Having a paid post in the organization is something we have long planned for and the addition of a new set of skills and talents will not only stabilize the organization at a time of change but will introduce new thinking and opportunities to meet our core mission. We are confident that the year will bring opportunities that will not only build our organizational resilience but extend our capacity to reach more people.

Generally, we will continue to encourage any older person in North Tyneside who comes forward to contribute to our community archive as we find that most people benefit from the experience, reflecting afterwards that it made them feel appreciated and listened to. However, with our Development Manager in place we will be able to do this in a much more structured and integrated way by building stronger links with organisations and structures which have been put in place to support older people in recent years. Looking forward there is a much broader framework of organisations who work with vulnerable older people which we need to get to know better. These include support networks such as GP's social prescribing network, Live at Home & Supported Living schemes, North Tyneside Carers and the wider VCS network. We need them to know who we are, how we work and what mutually beneficial relationships can be developed.

The charity's policy on reserves

As Trustees we continue to take a cautious approach to running the organisation. As at 31st December 2022 we hold funds of £32,946 of which £14,033 is unrestricted.

In 2022 RPRF raised funds from the following charitable sources:

Community Foundation Tyne & Wear (Kellett Fund) £20,000

Community Foundation Tyne & Wear (General Fund) £10,000

In 2022 RPRF raised funds from the following sources as a result of fees for service:

Metro Public Events (The Common Room) £2,000

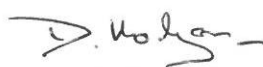
Heritage Action Zone phase 2 (Historic England via North Tyneside Council) £2,800

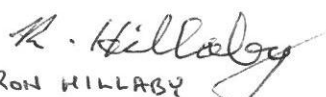
Pearey House 150th anniversary memories £2,500

Compliance with Prevailing Law and Regulations

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the financial reporting standard for Smaller Entities published on 16th July 2014.

The trustees declare that they have approved the trustees' report,


DAVID HOPSON
Treasurer


RON HILLABY
Trustee

On behalf of the Trustees

**North Shields Library Club's
Remembering the Past, Resourcing the Future Project**

INDEPENDENT EXAMINER'S REPORT

**Report to the
trustees of**

Remembering the Past, Resourcing the Future CIO

**On accounts for
the year ended**

31 December 2022

Charity no 1155014

**Respective
responsibilities of
trustees and
examiner**

The trustees of the organisation are responsible for the preparation of accounts; they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an Independent Examination is needed.

It is my responsibility to

- examine the accounts (under section 145 of the 2011 Act),
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act), and
- state whether particular matters have come to my attention.

**Basis of
independent
examiner's
statement**

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

**Independent
examiner's
statement**

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 41 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date: 2 May, 2023

Name:

Mark Thompson MAAT

Address:

VODA
Spirit of North Tyneside Wing
2nd Floor, Wallsend Customer First Centre
16 The Forum
Wallsend
NE28 8JR

**Remembering the Past, Resourcing the Future CIO
(Registered Charity 1155014)**

**Statement of Financial Activities
for the Year to 31st December 2022**

<u>RECEIPTS</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Year to</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>31-Dec-21</u>
Grants	-			
Community Foundation	10,000	20,000	30,000	2,270
YAPP Charity			-	1,000
RW Mann Trust			-	900
Fees for Service	7,300		7,300	9,673
Donations & Sale of Books	604		604	902
Total Receipts	£ 17,904	£ 20,000	£ 37,904	£ 14,745
<u>PAYMENTS</u>				
Salaries		2,484	2,484	-
Training/Professional Costs		800	800	4,355
Staff & Volunteer Travel Costs	566		566	554
Other Volunteer Expenses	636		636	247
Insurance	580		580	573
Internet & Telephones	646		646	607
Room Hire	5,422		5,422	5,102
Equipment	33	508	541	-
IT Costs	121	97	218	1,127
Resource Materials	42	768	810	1,387
Marketing	323		323	-
Subscriptions	443		443	54
Postage and Stationery	23		23	107
Lease Renewal	250		250	-
Accountancy Costs	220		220	220
Bank Charges	67		67	2
Total Expenses	£ 9,372	£ 4,657	£ 14,029	£ 14,335
(Deficit)/Surplus for the Year	8,532	15,343	23,875	410
Transfer between funds	700	-	700	
Funds Brought Forward	4,802	4,270	9,072	8,662
Funds Carried Forward	£ 14,034	£ 18,913	£ 32,947	£ 9,072

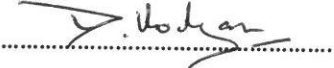
Remembering the Past, Resourcing the Future CIO
(Registered Charity 1155014)

BALANCE SHEET
as at 31 December 2022

	<u>31-Dec-22</u>	<u>31-Dec-21</u>
	<u>£</u>	<u>£</u>
Current Assets		
Cash at Bank	32,941	9,760
Prepayments	455	449
Total Assets	<u>£ 33,396</u>	<u>£ 10,209</u>
Current Liabilities		
Creditors and Accruals	449	1,137
Total Expenses	<u>£ 449</u>	<u>£ 1,137</u>
Net Current Assets	32,947	9,072
Net Assets at 31 December 2012	<u>£ 32,947</u>	<u>£ 9,072</u>
Represented by:-		
Restricted Funds	18,913	4,270
Unrestricted Funds	14,034	4,802
Funds Carried Forward	<u>£ 32,947</u>	<u>£ 9,072</u>

Signed:- 

RON HILLABY - Trustee



DAVID HODGSON -Trustee/Treasurer

Date - May 2023

**Remembering the Past, Resourcing the Future CIO
(Registered Charity 1155014)**

**Notes to the Accounts
Year to 31st December 2022**

1). Basis of Accounts

These accounts have been prepared on an Income and Expenditure basis, reflecting prepayments and accruals.

2). Grants

Grants were received during the Period as follows:-

Restricted Fund :	
Community Foundation - Kellet Fund	20,000
Unrestricted Fund :	
Community Foundation	10,000
	<u>£ 30,000</u>

3). Fee for Service Work

Work carried out on this basis during the period was as follows:-

The Common Room	£ 2,000
Heritage Action Zone	£ 2,800
Pearey House	£ 2,500
	<u>£ 7,300</u>

4). Analysis of Funds

Restricted Funds analyse as follows:-

	<u>Balance</u> <u>01-Jan-22</u>	<u>income</u>	<u>Expended</u>	<u>Transfer to</u> <u>Unrestricted</u>	<u>Balance</u> <u>31-Dec-22</u>
Community Foundation (Shipyards Project)	400		400		-
Community Foundation (Kellet Fund)	700			700	-
Community Foundation	2,270		1,168		1,102
R W Mann Trust	900		605		295
Community Foundation (Kellet Fund) - New	-	20,000	2,484		17,516
	<u>£ 4,270</u>	<u>£ 20,000</u>	<u>£ 4,657</u>	<u>£ 700</u>	<u>£ 18,913</u>

REMEMBERING THE PAST, RESOURCING THE FUTURE

England & Wales - Charity number 1155014

Accounts

**Remembering the Past, Resourcing the Future CIO
(Registered Charity 1155014)**

**Trustees Report
and
Financial Statements
for the period
1st January to 31st December
2021**

Financial Statements and Annual Report for the period 1st January to 31st December 2021 Remembering the Past, Resourcing the Future

Charity name: Remembering the Past, Resourcing the Future

Other names the charity is known by: RPRF, Remembering the Past, RtP

Registered charity number: 1155014

Charity's Principal address: Room R11b, The Linskill Centre, Linskill Terrace, North Shields, Tyne & Wear, NE30 2AY

Names of charity trustees who manage the charity:

David Hodgson – Treasurer, Emily Tench, Ron Hillaby, Kath Smith and Chris Wray

Structure, governance and management

Constitution adopted: 16th December 2013

How the charity is constituted: Charitable Incorporated Organisation

Trustee selection methods: Trustees are appointed for a period of three years

Name of chief executive or names of senior staff members: No chief executive or employees

Charitable Objectives

1. Advance the education of the public in Tyne and Wear in particular but not exclusively by: Educating school children through the collection and dissemination of memories, experiences and thoughts of older people and establishing and maintaining a community archive recording social history through the medium of oral
2. Promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people and assisting them to integrate into society.

Additional governance information

Risk assessment has made us aware of the importance of protecting all participants at every stage of the memory collection process and especially the importance of safeguarding and data protection. There is a vulnerable adults and equal opportunities policy in place which guides all of our work. In 2021 our policies and procedures in relation to General Data Protection Regulation and Safeguarding were reviewed, alongside of all other policies and procedures relevant to our activities.

RPRF is a member of North Tyneside VODA, the local voluntary development agency, which provides support and guidance on governance and good practice in employment matters from the charity sector perspective and an associate member of the North East Business Chamber which keeps us in touch with local developments in the business world. RPRF is also a member of the Oral History Society, the professional body relating specifically to our memory collection activities. OHS provides training and resources to ensure we adhere to good practice in the collection and archiving of oral histories.

Trustees meetings & Remuneration

The Trustees met formally on three occasions in 2021 and informally between May and December to finalise administration arising out of the Queen's Award. Trustees received quarterly reports on activities and financial updates. All trustees give their time voluntarily. Kath Smith received £214.55 for expenses incurred with the running of the charity.

Achieving Public Benefit

Trustees have complied with the duty in Section 4 of the 2006 Charities Act to have due regard to guidance on public benefit. The focus of our activities continues to be the alleviation of loneliness, social and digital isolation faced by older people in North Tyneside. The method used to achieve this is the collection by volunteers of older people's memories of the cultural and social life of the area and the dissemination of the history collected in this way to the wider community. Details of these activities and achievements are laid out in this report.

Achievements of the Charity during 2021

The picture of activities which has emerged this year is totally different from the year before because of the impact of the covid19 global pandemic. RPRF could easily have been overwhelmed as the scale of the pandemic became clear but thanks to the quick thinking of some key volunteers we were able to continue to provide activities and to develop the resilience of the organization. The early months of lockdown were stressful but, looking back on the year now the year was a time of innovation, experimentation, opportunity and reward.

The contribution of volunteers

RPRF offers the following benefits to volunteers:

- Varied and rewarding volunteering opportunities to ensure that the RPRF community history archive is maintained, expanded and made publicly available to as wide an audience as possible and in as many formats.
- A non-threatening introduction to every aspect of IT technology through activities relating to collecting memories for the organisation's website and archive.
- An opportunity to develop high levels of skills in oral history collection, archiving and dissemination. These are recognised to be at professional or skilled level by National Heritage Fund criteria.
- An opportunity to influence the development of new projects and develop new organisational skills as well as the core skills of the organisation.

Volunteer Achievements in 2021

In 2021 the team's contribution exceeded 2500 hours, the greatest investment of time to date in our organisation's history. This reflects the exceptional commitment of all of the volunteers but especially a key group who spearheaded our response to the pandemic.

Some volunteers rightly stepped back from active work to shield and self isolate during the height of the pandemic. Our interview teams were especially affected by this and we will wait and see how many people have the confidence to come back and meet people on a face to face basis. We are anticipating that it will be a long

Queen's Award for Voluntary Service

The achievement which gave us the most pride in 2021 was being awarded the Queen's Award for Voluntary Service, the highest award given to volunteer groups across the UK, recognising outstanding work by volunteer groups to benefit their local communities. The nomination was put forward by a group of local organisations which was very affirming and the rigorous assessment process, carried out under covid restrictions, was a unique experience. We were one of two organisations in North Tyneside who were successful and feel very proud to have been recognised in this way.

Extract from Queen's Award Nomination submitted by our Nominee, Robin Fry, Chief Executive of VODA

“The team is highly trained and the range of skills they have is incredible. Volunteers can do everything necessary to take an interesting memory from an individual, add it to their catalogue and then publish it on the website. The benefit of the group's work is felt universally, from the volunteers who lead the work, to the individuals who share their stories and the audiences that enjoy them”.

More about Volunteer development in 2021

In the past many volunteers have been happy to do what they were asked to do on a day to day basis. Volunteer meetings, training sessions and an annual awayday provided the conventional means of consulting on personal satisfaction with their roles and the work they were involved with. The pandemic, in conjunction with the loss of a paid staff role, has completely changed this style of working. Looking back on last year it is clear that the team has, in a number of different ways, taken on the challenge of leading and directing the work we do, while the trustees provide a strategic framework in line with our charitable objectives. We all agree that this major change would have taken years to achieve in the normal run of events. The following are a few examples of the way

Technical/Digital Leadership

Our core technical team, supported by the trustees, took a series of key decisions at the beginning of lockdown which enabled two thirds of our volunteers to stay in contact with each other using virtual communications methods. They realised that this was the only way of keeping a core of the volunteers in touch with each other. They trained volunteers to use Zoom and Microsoft Teams and gave them the confidence and support for new volunteer groupings to set up. Teams has become a strong communications platform, enabling the volunteers to keep in touch, to train together and to run projects. This single initiative, made very early in the pandemic, set the tone for the other important developments which occurred during the year and which have all now been

Other Activities of the Charity during 2021

Meeting the public and engaging with new audiences

2021 was the year that we were to undertake a significant re-engagement exercise in North Tyneside. Consultants had been engaged to support us in the work and plans were in place for a number of in person activities. All of these plans had to be abandoned. In consultation with the funders it was agreed that a new programme of virtual activities could be developed. Our first action therefore was to devise a way of carrying out an online community mapping exercise and delivering virtual activities to online communities. During July and August a brief was written and a marketing consultant with heritage and community expertise was appointed to write a marketing strategy for Remembering the Past. This strategy was finalised in September 2021 and we With support from our Marketing Consultant we were able to engage more fully with Facebook, and Twitter as a way of reaching new audiences. These new social media channels have led to more engagement with the public as well as conversations with organisations which are new to us, offering future project opportunities. Towards the end of the year we were able to reinstate some face to face activities, meeting old friends as well as experimenting with new activities such as heritage walks. These opportunities have energized the volunteers and given us optimism for the future.

Establishing a Facebook and Twitter presence

Trustees took a strategic decision to have a Facebook and Twitter presence several years ago but were never able to put it into practice. In 2021 a combination of circumstances has meant that we had new volunteers with the right skills and confidence to make our presence felt on social media and also, thanks to a grant from the Kellett Fund, the support of an experienced community development practitioner to guide them to organisations who enjoy seeing our content. This combination is beginning to bear fruit now and the team are extremely

North Shields Heritage Action Zone Partnership

The team has enjoyed being a partner in the first phase of this thirty month partnership, funded by Historic England, which reinstates some of the historic features of Northumberland Square and Howard Street and rediscovers the social history bound up in the area. We have engaged the public in searches for memories of working in this historic area which was the commercial, local government and social heart of North Shields.

Nexus/Metro 40th Anniversary Project

Remembering the Past was a partner in this project which was led by the Common Room of the North. Preparatory work was done to find ex-employees of Metro and the main part of the work will be delivered in 2022. As well as the opportunity to use our skills this type of project raises the self esteem of the volunteers and builds confidence in the skills they have acquired as RPRF volunteers.

Linskill Centre Talks Programme

During the year we delivered a series of remote and in person talks and presentations which continue to be well received. Looking forward we will continue to offer a mix of remote and in person events and will build on our relationship with the North East & Yorkshire Film Archive. This mutually beneficial relationship enables us to bring local material into the public domain that has been locked away in archives for many years.

Plans for the Future

At the time of writing the organisation finds itself in a stronger position than could have been imagined this time last year. In February 2021 we had no idea what would happen to the organisation as a result of the pandemic or a plan to manage the situation. The actions of a few key volunteers set up the framework for everything that happened after that and the successes that have been outlined here.

Because of these achievements Trustees felt confident that the time was right to begin the process of re-introducing a staff member into the RPRF team to provide another layer of experience and resilience into the organisation. It was agreed that during 2022 plans would be developed to achieve this and funders approached.

Risk Management

Continuing risk assessments reinforce the importance of protecting all participants at every stage of the memory collection process and especially the importance of data protection. There is a vulnerable adults and equal opportunities policy in place which guides all of our work and which was updated as part of our annual review process in 2021.

RPRF is a member of North Tyneside VODA, the local voluntary development agency, which provides support and guidance on governance and good practice in employment matters. RPRF is also a member of the Oral History Society which provides guidelines for good practice in the collection and archiving of oral histories. In 2021 we will be reviewing our website and social media platforms to ensure that they are as secure as possible for visitors.

Financial Review

In 2021 continued to be generously supported by local funders. Grants have enabled essential grass roots relationships to be continued and enhanced. We have shown ourselves to be a stable organisation providing relevant services in difficult circumstances throughout the year, building on the significant investment made in

We are delighted that the amount of income from fees for service has increased significantly in 2021. This has enabled us to increase the amount of unrestricted income available to us as we go into 2022. The security provided by 30 month funding through the North Shields Heritage Action Programme is very welcome. Income from the Linskill Trust and NEXUS has helped consolidate our position. Plans are already being developed for other fee for service contracts in 2022. It is pleasing to note that the work involved in these bespoke projects aligns completely with our charitable aims and objectives.

The charity's policy on reserves

As Trustees we continue to take a cautious approach to running the organisation. As at 31st December 2021 we hold funds of £9,072 of which £4,802 is unrestricted representing a significant improvement over last year's figures.

Other financial information

In 2021 RPRF raised funds from the following charitable sources:

Community Foundation	£2,270
R W Mann Trust	£900

In 2021 RPRF raised funds from the following sources as a result of fees for service:

Linskill Trust	£2,500
North Tyneside VODA	£5,423
NEXUS	£750
Newcastle University	£1,000

Compliance with Prevailing Law and Regulations

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the financial reporting standard for Smaller Entities published on 16th July 2014.

Looking Forward

In conclusion, we have recently been advised that our application for funding for a part time manager post has been successful. We will commence the recruitment process in the autumn 2022. This strengthens our plans to strengthen and consolidate the organisation and provides exciting prospects for the future.

The trustees declare that they have approved the trustees' report,

Signature: Treasurer

Date

Signature: Trustee

Date

**North Shields Library Club's
Remembering the Past, Resourcing the Future Project**

INDEPENDENT EXAMINER'S REPORT

Report to the **Remembering the Past, Resourcing the Future CIO**

**On accounts for
the year ended** **31 December 2021** **Charity no** **1155014**

**Respective
responsibilities of
trustees and
examiner**

accounts; they consider that an audit is not required for this year under
It is my responsibility to

- examine the accounts (under section 145 of the 2011 Act),
- follow the procedures laid down in the General Directions given by the
- state whether particular matters have come to my attention.

**Basis of
Independent
examiner's
statement**

My examination was carried out in accordance with General Directions
In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material
 - proper accounting records are kept (in accordance with section 41 of
 - accounts are prepared which agree with the accounting records and
2. to which, in my opinion, attention should be drawn in order to enable a

Signed:



Date: 18th October, 2022

Name: Mark Thompson MAAT

Address: VODA
Spirit of North Tyneside Wing
2nd Floor, Wallsend Customer First Centre
16 The Forum
Wallsend

**Remembering the Past, Resourcing the Future CIO
(Registered Charity 1155014)**

**Statement of Financial Activities
for the Year to 31st December 2021**

<u>RECEIPTS</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Year to</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>31-Dec-20</u>
Grants	-			
Community Foundation	-	2,270	2,270	9,600
YAPP Charity	1,000		1,000	1,000
Postcode Neighbour	-		-	5,070
RW Mann Trust	-	900	900	1,000
Joicey Trust				
Sir James Knott				
Fees for Service	9,673		9,673	1,017
Donations & Sale of Books	902		902	745
Bank Interest			-	-
Total Receipts	£ 11,575	£ 3,170	£ 14,745	£ 18,432
<u>PAYMENTS</u>				
Salaries			-	-
Training/Professional Costs	1,355	3,000	4,355	5,500
Staff & Volunteer Travel Costs	154	400	554	215
Other Volunteer Expenses	247		247	79
Insurance	573		573	539
Internet & Telephones	607		607	823
Room Hire	5,102		5,102	4,599
IT Costs	1,127		1,127	1,397
Resource Materials	1,388		1,388	622
Subscriptions	54		54	54
Postage and Stationery	107		107	133
Legal fees	-		-	250
Accountancy Costs	220		220	220
Bank Charges	2		2	
Total Expenses	£ 10,935	£ 3,400	£ 14,335	£ 14,431
Surplus for the Year	640	-	230	4,001
Funds Brought Forward	4,162	4,500	8,662	4,661
Funds Carried Forward	£ 4,802	£ 4,270	£ 9,072	£ 8,662

**Remembering the Past, Resourcing the Future CIO
(Registered Charity 1155014)**

**BALANCE SHEET
as at 31 December 2021**

	<u>31-Dec-21</u>	<u>31-Dec-20</u>
	<u>£</u>	<u>£</u>
Current Assets		
Cash at Bank	9,760	8,292
Prepayments	449	854
Total Assets	<u>£ 10,209</u>	<u>£ 9,146</u>
Current Liabilities		
Creditors and Accruals	1,137	484
Total Expenses	<u>£ 1,137</u>	<u>£ 484</u>
Net Current Assets	9,072	8,662
Net Assets at 31 December 2016	<u>£ 9,072</u>	<u>£ 8,662</u>
 Represented by:-		
 Restricted Funds	4,270	4,500
Unrestricted Funds	4,802	4,162
Funds Carried Forward	<u>£ 9,072</u>	<u>£ 8,662</u>

Signed:-

.....

RON HILLABY - Trustee

.....

DAVID HODGSON -Trustee/Treasurer

Date October 2022

**Remembering the Past, Resourcing the Future CIO
(Registered Charity 1155014)**

**Notes to the Accounts
Year to 31st December 2021**

1). Basis of Accounts

These accounts have been prepared on an Income and Expenditure basis, reflecting prepayments and accruals

2). Grants

Grants were received during the Period as follows:-

Restricted

Community Foundation	2,270
RW Mann Trust	900

Unrestricted

YAPP Charity	1,000
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<u>£</u>	<u>4,170</u>
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3). Fee for Service Work

Work carried out on this basis during the period was as follows:-

Linkskill Trust	£	2,500
N Tyneside VODA	£	5,423
Nexus	£	750
Newcastle University	£	1,000

<u>£</u>	<u>9,673</u>
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4). Analysis of Funds

Restricted Funds analyse as follows:-

	<u>Balance</u> <u>01-Jan-21</u>	<u>income</u>	<u>Expended</u>	<u>Balance</u> <u>31-Dec-21</u>
Community Foundation (Shipyards Project)	400			400
Community Foundation (Kellet Fund)	4,100		3,400	700
Community Foundation		2,270	-	2,270
R W Mann Trust	-	900	-	900
	<u>£</u> 4,500	<u>£</u> 3,170	<u>£</u> 3,400	<u>£</u> 4,270

REMEMBERING THE PAST, RESOURCING THE FUTURE

England & Wales - Charity number 1155014

Accounts

**Remembering the Past, Resourcing the Future CIO
(Registered Charity 1155014)**

**Trustees Report
and
Financial Statements
for the period
1st January to 31st December
2020**

Trustees Report 2020

Charity name: Remembering the Past, Resourcing the Future

Other names the charity is known by: RPRF

Registered charity number: 1155014

Charity's Principal address: Room 11B, The Linskill Centre, Linskill Terrace, North Shields, Tyne & Wear, NE30 2AY

Names of charity trustees who manage the charity:

David Hodgson - Treasurer

Emily Tench

Ron Hillaby

Kath Smith (from 17th June 2020)

Chris Wray (from 13th November 2020).

Structure, governance and management

Description of charity's trusts

Type of governing body: Constitution adopted 16th December 2013

How the charity is constituted: Charitable Incorporated Organisation

Trustee selection methods: Trustees are appointed for a period of three years.

Charitable Objectives:

1. Advance the education of the public in Tyne and Wear in particular but not exclusively by: Educating school children through the collection and dissemination of memories, experiences and thoughts of older people and establishing and maintaining a community archive recording social history through the medium of oral history and reminiscence.
2. Promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people and assisting them to integrate into society.

Additional governance information

Risk assessment has made us aware of the importance of protecting all participants at every stage of the memory collection process and especially the importance of data protection. There is a vulnerable adults and equal opportunities policy in place which guides all of our work.

In 2019 our policies and procedures in relation to General Data Protection Regulation were upgraded. This was in addition completion of a review of all other policies and procedures relevant to our activities.

RPRF is a member of North Tyneside VODA, the local voluntary development agency, which provides support and guidance on governance and good practice in employment matters. RPRF is also a member of the Oral History Society which provides guidelines for good practice in the collection and archiving of oral histories.

All trustees give their time voluntarily and received no remuneration of other benefits.

Trustees meetings

All trustees give their time voluntarily and received no remuneration or other benefits. Kath Smith and Chris Wray joined the Board during the year and the Board met on 4 occasions in 2020, both in person and virtually, receiving quarterly reports on activities and financial updates. Trustees spent additional time managing the impact of the pandemic on the organization.

Achieving Public Benefit

Trustees have complied with the duty in Section 4 of the 2006 Charities Act to have due regard to guidance on public benefit. The focus of our activities continues to be the alleviation of loneliness, social and digital isolation faced by older people in North Tyneside. The method used to achieve this is the collection by volunteers of older people's memories of the cultural and social life of the area and the dissemination of the history collected in this way to the wider community. Details of these activities and achievements are laid out in this report.

Activities and Achievements of the Charity during 2020

The picture of activities which has emerged this year is totally different from 2019 because of the impact of the covid19 global pandemic. RPRF could easily have been overwhelmed as the scale of the pandemic became clear but thanks to the quick thinking of some key volunteers we were able to continue to provide activities and to develop the resilience of the organization. The early months of lockdown were stressful but, looking back on the year now the year was a time of innovation, experimentation, opportunity and reward.

The best way to describe this is to include an extract from a blog written in July 2020 by Kath Smith for the Oral History Collective at Newcastle University:

"I have a calendar on my desk that is frozen on the date 23rd March 2020, I don't feel able to change it because it represents a pivotal point in Remembering the Past's existence. This was the day that our building closed its doors and some very quick decisions had to be made about how to run the organisation from that point on. No mean feat when you're a micro charity. In practice this meant grabbing the laptop and some sound equipment and taking it all home. I often wonder what happened to the milk in the office fridge. On 24th March the volunteers took up the challenge of turning the laptop on my kitchen table into a connected virtual office. First it was Team Viewer, then in quick succession they restored our email networks, installed Zoom and MS365 with all of its capabilities. Suddenly the challenge wasn't about survival but of development and opportunity.

Operationally we've used the freedom to change that CV19 offered to introduce a new project management system and improved communication links between volunteers. Strategically we've used the time to reflect on the huge gaps that have emerged between those who are digitally included those who are not. Care homes are a salutary, but not exclusive, example.

Was it easy – not always, was it fun – not always, was it worthwhile – amazingly so. Things will never be the same again and, so far as Remembering the Past goes, that's absolutely fine."

Queen's Award for Voluntary Service

That blog was written as the pandemic was at its height but later in the year, and after some intense activity, which is described later in this report, the achievement which gave us the most pride was being nominated for, and eventually being awarded, the Queen's Award for Voluntary Service, the highest award given to volunteer groups across the UK, recognising outstanding work by volunteer groups to benefit their local communities. The nomination was put forward by a group of local organisations which was very affirming and the assessment process, carried out under covid restrictions, was a unique experience. We were one of two organisations in North Tyneside who were successful and feel very proud to have been recognised in this way.

Spirit of North Tyneside Award

We were also delighted to receive a Spirit of North Tyneside Award from North Tyneside Council. In her award letter the Elected Mayor, Norma Redfern, made the following comments which gave the volunteer team a great boost:

"I would like to offer my sincere thanks to you all for the support you have offered during this difficult year, particularly for some of our most vulnerable residents. I have received some truly excellent feedback about the work you have carried out. I understand that following lockdown, with some members considered age-vulnerable or who were either shielded or were shielding others there was no option to "become digital". From week one in lockdown, your volunteers committed to continue managing the organisation, delivering heritage talks and capturing local memories to share on your website. Linskill Centre have asked that I recognise the work that you have carried out to allow some of our older community members find magic in lockdown, turning the negative impact of COVID and lockdown into an opportunity to learn something new, take on a new set of skills and remain positive, socially supportive of each other".

As a result of the piece of work that she is referring to we managed to host digital events that reached 269 people, many of whom we had never met before.

The Contribution of Volunteers

RPRF is an organisation which only exists because of the work done by its committed team of volunteers. It does not employ staff. We are grateful for the many hours they have spent collecting and disseminating memories, developing new local history resources and managing the day to day running of the organisation. Without this valuable contribution of time, energy and expertise the organisation would not exist. In 2020 the team's contribution exceeded 2500 hours, the greatest investment of time to date in our organisation's history. This reflects the exceptional commitment of all of the volunteers but especially a key group who spearheaded our response to the pandemic.

Some volunteers rightly stepped back from active work to shield and self isolate during the height of the pandemic. Our interview teams were especially affected by this and we will wait and see how many people have the confidence to come back and meet people on a face to face basis. We are anticipating that it will be a long process for people to regain confidence.

Unexpectedly, four new volunteers joined the organisation in 2020 having seen our website. A virtual recruitment process was developed to bring them on board formally. Several of these are younger people who were caught up in lock down and working from home. Their commitment has been wonderful and they have brought new skills, talents and life experience into the volunteer mix. They have also indicated that they will continue to volunteer with us when they are back in their full time roles.

RPRF offers the following benefits to volunteers:

- Varied and rewarding volunteering opportunities to ensure that the RPRF community history archive is maintained, expanded and made publicly available to as wide an audience as possible and in as many formats.
- A non-threatening introduction to every aspect of IT technology through activities relating to collecting memories for the organisation's website and archive.
- An opportunity to develop high levels of skills in oral history collection, archiving and dissemination. These are recognised to be at professional or skilled level by National Heritage Fund criteria.
- An opportunity to influence the development of new projects and develop new organisational skills as well as the core skills of the organisation.

Meeting the Public

We would normally expect to meet approximately 800 people per year on a face to face basis but none of this activity took place once the March lockdown came into effect. The saddest part of early 2020 was receiving calls from groups we regularly work with cancelling talks, presentations and memory collection events. This was particularly upsetting as we were ready to roll out a whole new programme of awareness raising events across North Tyneside during the year. This work was grant funded and we'd like to thank the grants team at the Community Foundation for the support which they gave us to reconfigure how the grant could be used in the light of the pandemic.

It was essential that new ways of reaching people were quickly worked out as it became clear that the need to offer activities to people experiencing social isolation was as urgent as ever. With this in mind we focused on delivering our presentations virtually. After some intense training and with great trepidation we were able to deliver our first virtual talk on 28th May, opening up a whole new way of engaging with people.

There were several learning points from these events. Principally we realised there was a different, additional audience of people who enjoyed participating, people who were isolated at home but who could access the events through their Ipads, laptops and mobile phones. It was especially pleasing to see family members supporting older relatives to access the events. We learned that people quickly gained confidence to share their life experience in the virtual space and that people who were more confident with digital skills encouraged beginners and helped them gain confidence. Feedback from events showed that people had gained confidence to join other online events after attending ours.

One of the main things that came out of the survey was how participants valued the social interaction that the online talks gave them, especially during the lockdown periods. People appreciated the opportunity to enjoy the past and share enjoyment with others. The events were great fun and feedback about the style and content was very positive. We also discovered from feedback that there were many comments such as these which inferred the level of isolation people were feeling:

"These sessions have been an activity to look forward to. An activity to share with others instead of feeling so isolated alone."

"They have given me something to look forward to in an otherwise pretty empty calendar."

"These sessions have provided a significant part of my 'social life'

Alongside of the success of our online offer there was a realisation that our usual audiences were missing out. This may have been because they were overwhelmed by the covid experience, but we know that lack of access to digital devices and confidence to use them played a part. Principally however it was access to in person social events which was being missed. Our challenge in 2021 will therefore be to re-engage with the local network of organisations where these people used to meet as well as maintaining an active online presence.

Finding and engaging with new audiences

2020 was the year that we were to undertake a significant re-engagement exercise in North Tyneside. Consultants had been engaged to support us in the work and plans were in place for a number of in person activities. All of these plans had to be abandoned. In consultation with the funders it was agreed that a new programme of virtual activities could be developed. Our first action therefore was to devise a way of carrying out an online community mapping exercise and delivering virtual activities to online communities. During July and August a brief was written and a marketing consultant with heritage and community expertise was appointed to write a marketing strategy for Remembering the Past. This strategy was finalised in September 2020 and we began implementing it from October 2020.

Our inactive Facebook page was re-energised thanks to a new volunteer who joined the RtP team during the lifetime of this project. A detailed community mapping exercise was undertaken to research and document active locally based online heritage groups on Facebook. A document detailing the group name and geographical area of all groups and their membership has been compiled. We discovered that the admin of one group in particular (Classic Photos Of Newcastle and of the East End with a membership of over 32K) had been sharing memories (giving credit) from the Remembering the Past website. These posts have been receiving a lot of interest (likes and comments with memories shared) so we quickly recognised the potential for us to do this ourselves once our marketing strategy is in place.

We also prepared to start a new Twitter profile from January 2021 as a way of reaching new audiences. These new social media channels have given us more reach and engagement opportunities with new audiences which we didn't have before. They have also led to conversations with organisations which are new to us for future project opportunities as well as re-engaging with existing networks and partnerships.

Volunteer development in 2020

In the past many volunteers have been happy to do what they were asked to do on a day to day basis. Volunteer meetings, training sessions and an annual awayday provided the conventional means of consulting on personal satisfaction with their roles and the work they were involved with. The pandemic, in conjunction with the loss of a paid staff role, has completely changed this style of working. Looking back on last year it is clear that the team has, in a number of different ways, taken on the challenge of leading and directing the work we do, while the trustees provide a strategic framework in line with our charitable objectives. We all agree that this major change would have taken years to achieve in the normal run of events. The following are a few examples of the way things have changed:

Technical/Digital Leadership

Our core technical team, supported by the trustees, took a series of key decisions at the beginning of lockdown which enabled two thirds of our volunteers to stay in contact with each other using virtual communications methods. They realised that this was the only way of keeping a core of the volunteers in touch with each other. They trained volunteers to use Zoom and Microsoft Teams and gave them the confidence and support for new volunteer groupings to set up. Teams has become a strong communications platform, enabling the volunteers to keep in touch, to train together and to run projects. This single initiative, made very early in the pandemic, set the tone for the other important developments which occurred during the year and which have all now been embedded in our style of working. It has been pleasing to see how other organisations have been impressed by the way we have embraced advanced digital technologies and continued to work effectively throughout 2020.

Developing an autonomous transcription team

This has been a really exciting development in 2020 as there is a wealth of material in our back collection that needs to be transcribed and published. Our existing team of transcribers has gained new members and they have worked together to create new systems of working. All this has been done in the virtual world and it has been fascinating to see the way the team members have grown in confidence to suggest new systems and to challenge methods that could be improved.

Establishing a Facebook and Twitter presence

Trustees took a strategic decision to have a Facebook and Twitter presence several years ago but were never able to put it into practice. In 2020 a combination of circumstances has meant that we had new volunteers with the right skills and confidence to make our presence felt on social media and also, thanks to a grant from the Kellett Fund, the support of an experienced community development practitioner to guide them to organisations who enjoy seeing our content. This combination is beginning to bear fruit now and the team are extremely enthusiastic about the results they are getting.

Plans for the Future

At the time of writing the organisation finds itself in a stronger position than could have been imagined this time last year. In February 2020 we had no idea what would happen to the organisation as a result of the pandemic or a plan to manage the situation. The actions of a few key volunteers set up the framework for everything that happened after that and the successes that have been outlined here. Because of this collegiate style of leadership and management trustees have been able to focus completely on keeping the underpinning structure of the organisation strong while the team kept delivering on promised and new work.

Risk Management

Risk assessment has made us aware of the importance of protecting all participants at every stage of the memory collection process and especially the importance of data protection. There is a vulnerable adults and equal opportunities policy in place which guides all of our work which was updated in 2020.

RPRF is a member of North Tyneside VODA, the local voluntary development agency, which provides support and guidance on governance and good practice in employment matters. RPRF is also a member of the Oral History Society which provides guidelines for good practice in the collection and archiving of oral histories. In 2021 we will be reviewing our website and social media platforms to ensure that they are as secure as possible for visitors.

Financial Review

2020 is the first complete year of operation without having to raise funds to pay salaries, a period of adjustment in terms of fundraising. Applications to larger funders have been unsuccessful but we have been generously supported by local funders. We also received a welcome boost at the end of the year with the award of a grant for core costs from the Post Code Neighbourhood Trust. This grant has provided security for the organisation going into 2021, something which proved particularly timely as the implications of the pandemic began to sink in. Had this grant not been in place, bearing in mind the way in which the grant funding world pivoted towards providing Covid relief projects, trustees would have had to give serious thought to closing the organisation. Instead, our core financial security left us able to focus energies on building the structural resilience of the organisation. We'd also like to acknowledge the support of the Linskill Trust in the early stages of lockdown. They provided a 50% rent reduction for several months to us as a permanent tenant in the centre. This was most welcome and made us appreciate the advantages of being part of the Linskill family of organisations.

At a practical level one glaring weakness in our IT set up emerged as soon as the lockdown occurred and home working became the norm. We needed to replace an old laptop and buy equipment and licences to enable as many volunteers as possible to meet on Zoom and eventually Microsoft teams. Again, it was a local funder who came to our rescue, providing funds quickly and with the minimum of fuss. The benefit of this investment was massive, enabling us to develop online activities with confidence.

Again unexpectedly, we were encouraged during the year to receive several enquiries for our services that will generate unrestricted income. A pilot piece of work with Nexus to collect memories of the Tyne & Wear Metro transit system opened up an opportunity for more work which will get into full swing in 2021. As well as this RPRF is a Heritage Partner in North Shields's Heritage Action Programme, providing community based memory collection activities. A pilot piece of work is planned for early 2021 and it is possible that a larger piece of work over a 30 month period will follow. This type of activity will balance our financial picture away from dependency on grant funding.

The charity's policy on reserves

As Trustees we continue to take a cautious approach to running the organisation. As at 31st December 2020 we hold funds of £9,146 of which £1,974 is unrestricted.

Other financial information

In 2020 RPRF raised funds from the following charitable sources:

Community Foundation Tyne & Wear (Kellett Fund)	£9,600
R W Mann Trust	£1,000
Postcode Neighbourhood Trust	£5,070
The Yapp Charitable Trust	£1,000

In 2020 RPRF raised funds from the following sources as a result of fees for service:

Linskill Trust (talks programme)	£767
Nexus (Metro 2020 project)	£250

Compliance with Prevailing Law and Regulations

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the financial reporting standard for Smaller Entities published on 16th July 2014.

Looking Forward

I began by saying that pre-2020 volunteers had a mainly passive engagement with the strategy and leadership of the organisation. One year on this has changed significantly for the better and the trustees' have also changed their perspective on the role of the volunteers, acknowledging more fully their role in decision making. Remembering the Past has much more strength in depth and feeling of teamwork and camaraderie than it did in early 2020. It is fascinating to know that there are volunteers who joined the organisation in 2020 who have never met each other face to face but who work together to make decisions and get work done in a very effective way.

The pandemic has shown that many team members are willing and able to take on responsibility and there is an air of optimism and enjoyment within the group that will be a foundation for the future when things begin to get back to the new normal.

The trustees declare that they have approved the trustees' report,

Treasurer

Trustee

On behalf of the Trustees

**North Shields Library Club's
Remembering the Past, Resourcing the Future Project**

INDEPENDENT EXAMINER'S REPORT

**Report to the
trustees of**

Remembering the Past, Resourcing the Future CIO

**On accounts for
the year ended**

31 December 2020

Charity no 14

**Respective
responsibilities of
trustees and
examiner**

The trustees of the organisation are responsible for the preparation of accounts; they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an Independent Examination is needed.

It is my responsibility to

- examine the accounts (under section 145 of the 2011 Act),
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act), and
- state whether particular matters have come to my attention.

**Basis of
independent
examiner's
statement**

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

**Independent
examiner's
statement**

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 41 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date: 26 September, 2021

Name:

Mark Thompson MAAT

Address:

VODA
Linskill Centre
Linskill Terrace
North Shields
NE30 2AY

**Remembering the Past, Resourcing the Future CIO
(Registered Charity 1155014)**

**Statement of Financial Activities
for the Year to 31st December 2020**

<u>RECEIPTS</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Year to</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>31-Dec-19</u>
Grants	-			
Community Foundation	-	9,600	9,600	1,950
YAPP Charity	-	1,000	1,000	1,000
Postcode Neighbour	5,070		5,070	-
RW Mann Trust	-	1000	1,000	-
Joicey Trust			-	1,500
Sir James Knott			-	2,000
Fees for Service	1,017		1,017	3,260
Donations & Sale of Books	745		745	368
Bank Interest			-	2
Total Receipts	£ 6,832	£ 11,600	£ 18,432	£ 7,130
<u>PAYMENTS</u>				
Salaries			-	3,992
Training/Professional Costs	-	5,500	5,500	1,594
Staff & Volunteer Travel Costs	15	200	215	-
Other Volunteer Expenses	79		79	227
Insurance	539		539	641
Internet & Telephones	823		823	566
Room Hire	2,749	1,850	4,599	4,854
Website costs			-	3,703
IT Costs	397	1,000	1,397	134
Resource Materials	622		622	628
Subscriptions	54		54	67
Postage and Stationery	133		133	36
Hospitality & Gifts			-	7
Legal fees	250		250	-
Accountancy Costs	220		220	220
Total Expenses	£ 5,880	£ 8,550	£ 14,430	£ 16,669
(Deficit)/Surplus for the Year	951	3,050	4,001	- 9,539
Funds Brought Forward	3,211	1,450	4,661	11,250
Funds Carried Forward	£ 4,162	£ 4,500	£ 8,662	£ 1,711

**Remembering the Past, Resourcing the Future CIO
(Registered Charity 1155014)**

**BALANCE SHEET
as at 31 December 2020**

	<u>31-Dec-20</u>	<u>31-Dec-19</u>
	<u>£</u>	<u>£</u>
Current Assets		
Cash at Bank	8,292	3,853
Prepayments	854	808
Total Assets	<u>£ 9,146</u>	<u>£ 4,661</u>
Current Liabilities		
Creditors and Accruals	484	-
Total Expenses	<u>£ 484</u>	<u>£ -</u>
Net Current Assets	8,662	4,661
Net Assets at 31 December 2016	<u>£ 8,662</u>	<u>£ 4,661</u>
 Represented by:-		
Restricted Funds	4,500	1,450
Unrestricted Funds	4,162	3,211
Funds Carried Forward	<u>£ 8,662</u>	<u>£ 4,661</u>

Signed:-

.....

RON HILLABY - Trustee

.....

DAVID HODGSON -Trustee/Treasurer

Date - September 2021

**Remembering the Past, Resourcing the Future CIO
(Registered Charity 1155014)**

**Notes to the Accounts
Year to 31st December 2020**

1). Basis of Accounts

These accounts have been prepared on an Income and Expenditure basis, reflecting prepayments and accruals.

2). Grants

Grants were received during the Period as follows:-

Community Foundation	9,600
YAPP Charity	1,000
Postcode Neighbour	5,070
RW Mann Trust	1,000
	£ 16,670

3). Fee for Service Work

Work carried out on this basis during the period was as follows:-

Linkskill Trust	£ 767
Nexus	£ 250
	£ 1,017

4). Analysis of Funds

Restricted Funds analyse as follows:-

	<u>Balance</u> <u>01-Jan-20</u>	<u>income</u>	<u>Expended</u>	<u>Balance</u> <u>31-Dec-20</u>
Community Foundation (Shipyards Project)	1,450		1,050	400
Community Foundation (Kellet Fund)	-	9,600	5,500	4,100
Yapp Charity	-	1,000	1,000	-
R W Mann Trust	-	1,000	1,000	-
	£ 1,450	£ 11,600	£ 8,550	£ 4,500